

Memorandum

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To: DEPUTY DISTRICT DIRECTORS, Traffic
DEPUTY DISTRICT DIRECTORS, Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS, Construction

Date: December 16, 2003

File: Division of Construction
CPD 03-7

From: ROBERT PIEPLOW
Chief
Division of Construction



Subject: Interchange Exit Numbering - Ongoing Construction Projects

The California Department of Transportation (Department) has adopted the mileage-based interchange exit signs numbering system to identify the location of each interchange exit on the California Freeway System. The Division of Traffic Operations incorporates interchange exit numbering signs into new projects. The following procedures apply to ongoing construction projects that have not incorporated interchange exit numbering signs. For the Department's "Interchange Exit Numbering Policy," please refer to the Traffic Operations Policy Directive (TOPD) 02-04. The TOPD is available via the Division of Traffic Operations web site:

<http://www.dot.ca.gov/hq/traffops/signtech/signdel/policy.htm>

The district traffic unit and the district construction office should work together to identify opportunities to incorporate numbered exit signs into ongoing construction projects. The district traffic unit must submit written requests for sign installations at each specified location to the contract resident engineer. Upon review and approval, the resident engineer will write a contract change order to direct the installation of these signs in accordance with the traffic unit installation orders. The district construction personnel will coordinate submission of contract change orders for all ongoing construction projects. In addition, efforts to install numbered exit gore, advance guide, and exit direction signs should be coordinated in accordance with each district's interchange exit number implementation plan.

Responsibilities:

District Traffic Unit

Before submitting written requests to the district construction office to install exit signs at specified locations under contract change order, the district traffic unit should:

- Consult with the area construction engineer to review and identify opportunities to include exit numbers on construction project sign plans in accordance with TOPD 02-04.
- Identify funding resources needed to purchase new number exit signs or to amend existing exit signs to comply with TOPD 02-04. Amend sign installation orders to support changes to the sign(s) through the district coordinator of sign panel orders.
- Supplement required sign installation orders for additional guide signs, exit direction, and exit gore signs to include exit numbers.
- Copy and submit updated installation orders to the resident engineer.

Resident Engineer

Upon receipt of a written request from the district traffic unit to install exit signs at a specified location under contract change order, the resident engineer should:

- Incorporate this work into the contract if there are adequate contingency funds available, the work is within the project scope and will not impact the project schedule.
- Coordinate changes to freeway signs with other resident engineers on overlapping projects and agree on the lead contractor for this work.
- Write contract change orders that fairly compensate the contractor to install these signs in accordance with the sign installation standards and the requirements of the TOPD 02-04 at the locations specified by the district traffic unit. An agreement on a unit price for the installation of the modified guide signs should be reached with the contractor before the contract change order is executed.
- Oversee the contractor's installation of the signs required by the contract change order.

For questions and assistance regarding this memorandum, please contact Celso Izquierdo, Division of Construction, at (916) 654-5627, CALNET 8-464-5627 or by e-mail at celso_izquierdo@dot.ca.gov.